



2003-2004 LANGUAGE SURVEY Request for Exemption Form G

(Department Name)

To: State Personnel Board
Bilingual Services Unit
P. O. Box 944201
Sacramento, CA 94244-2010

The above-reference state department is requesting exemption from participation in the 2003-2004 Language Survey, under Section 7299.5 of the Dymally-Alatorre Bilingual Services Act. The department is requesting the SPB to approve its request for exemption based on its meeting one of the following criteria:

- ☐ The department participated in the 2001-02 Language Survey¹, which demonstrates that it consistently receives such limited public contact with the non- or limited-English speaking public that it has not been required to employ bilingual staff under Section 7292. These survey results reflect:
 - ☐ The department did not meet the 5% threshold for any non-English language, in any local office.
 - ☐ The department did not receive a significant number of non-English speaking contacts (25 or more), in any local office.

OR

- ☐ The department does not provide information or render services to the public, as follows:
 - ☐ The department's primary mission does not include any significant responsibility for dealing with the public. This is demonstrated by the department's 2001-2002 Language Survey results which show it received a total of _____ public contacts, of which _____ were with non- or limited-English-speaking people.

AND

¹An exemption can not be granted for two consecutive survey periods; therefore, an exemption cannot be granted if the department did not participate in the 2001-2002 Language Survey

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To demonstrate the department's commitment to ensure it provides language access in compliance with the Act, a copy of the following documents are attached:

- ☐ The department's Bilingual Services Policy that is disseminated to all of its employees to inform them of their responsibilities under the Act.

- ☐ The department has identified bilingual resources, which it makes available to its employees should the need arise to provide access to the department's information and services (please describe):

- ☐ The department takes steps to ensure it can adequately respond to any non-English language contact it might receive (please specify):

Should you have any questions or require additional information regarding the department's request for exemption, please contact _____ at _____ .

Submitted By:

Director's Name: _____

(Signature)